



## COMMERCIAL TENANT IMPROVEMENTS SUBMITTAL REQUIREMENTS

PLAN SUBMITTAL HOURS - 7:30 A.M. – 11:30 A.M. AND 1:00 P.M. – 4:00 P.M. (M-W-TH)  
8:30 A.M. – 11:30 A.M. AND 1:00 P.M. – 4:00 P.M. (TUES)  
7:30 A.M. – 11:30 A.M. AND 1:00 P.M. – 3:00 P.M. (FRIDAY)  
**(CLOSED EVERY OTHER FRIDAY)**

**PLEASE NOTE:** THE PLANNING DIVISION **MUST** REVIEW AND APPROVE ALL CONSTRUCTION DRAWINGS PRIOR TO SUBMITTING TO THE BUILDING DEPARTMENT FOR EXTERIOR MODIFICATIONS, HVAC ALTERATIONS & USE CHANGES.

THIS HANDOUT ESTABLISHES A PROCEDURE FOR PLAN REVIEW SUBMITTALS FOR EXISTING BUILDINGS. ACCORDING TO CURRENT CALIFORNIA BUILDING STANDARDS (2019 CBC, 2019, GBSC, 2019 CPC, 2019 CMC, 2019 CEC AND 2019 CALIFORNIA ENERGY CODE), PERMITS ARE REQUIRED WHEN BUILDINGS OR STRUCTURES ARE CONSTRUCTED, ALTERED, REPAIRED, MOVED, CONVERTED OR DEMOLISHED. THEREFORE, THE FOLLOWING GUIDELINES SHALL BE REVIEWED BEFORE COMMENCING ANY WORK.

## PLAN DOCUMENT SUBMITTAL REQUIREMENTS:

- A. COMMERCIAL PLAN CHECK PERMIT APPLICATION.
- B. **Four (4)** COMPLETE SETS OF DESIGN PLANS (18" x 24" OR 24" x 36") SHEETS SIZE PREPARED BY A LICENSED ARCHITECT OR ENGINEER DRAWN TO A STANDARD OF PRACTICE SCALE, (TYPICALLY 1/4" = 1/0") 2 OF WHICH NEED TO BE WET STAMPED AND SIGNED.
  1. COVER SHEET SPECIFYING:
    - A. PROJECT NAME (MARKET READY TENANT IMPROVEMENT OR TENANT NAME) & ADDRESS
    - B. PROJECT GOVERNING CODES: CALIFORNIA BUILDING STANDARDS
    - C. PROJECT GENERAL NOTES AND SPECIFICATIONS
    - D. PROJECT DATA:

OCCUPANCY TYPE	B OR M, ETC.
CONSTRUCTION TYPE	VB, II-B, ETC.
FLOOR AREA	(SQ. FT.)
    - E. STATEMENT OF PROJECT SCOPE OF WORK AND PROPOSED USE OF SPACE.
  2. SITE PLAN SHOWING AND SPECIFYING:
    - A. LOCATION OF BUILDING ON THE SITE AND TENANTS OR OCCUPANCY TYPES ADJACENT TO THE PROPOSED TENANT IMPROVEMENT.
    - B. SHOW "PATH OF TRAVEL" FROM THE PROPOSED TENANT IMPROVEMENT TO "ACCESSIBLE PARKING SPACES" AND THE "PUBLIC WAY".
  3. FLOOR PLAN(S) SHOWING AND SPECIFYING:
    - A. ALL EXISTING AND NEW MODIFICATIONS RELATED TO THE REMOVAL (DEMOLITION) AND ADDITION OF WALLS, DOORS, NEW ROOMS AND "ACCESSIBLE" RESTROOMS.
  4. PROVIDE ADDITIONAL DETAIL AND SPECIFICATION SHEETS RELATED TO WALL TYPE AND CONNECTION REQUIREMENTS, DOOR SIZE, TYPE AND HARDWARE REQUIREMENTS AND ACCESSIBILITY DETAILS.
  5. PROVIDE ADDITIONAL PLAN, DETAIL AND SPECIFICATION SHEETS, WHERE NECESSARY TO SHOW AND SPECIFY ALL EXISTING AND NEW MECHANICAL HVAC SYSTEMS, DUCTS, INTAKE AND EXHAUST REGISTERS AND FANS, ELECTRICAL PANEL(S), LIGHT FIXTURES, OUTLETS AND SWITCHES AND PLUMBING FIXTURES AND PIPING, ETC.
  6. PROVIDE TITLE 24 ENERGY COMPLIANCE DOCUMENTS FOR LIGHTING, BUILDING ENVELOPE HEATING AND AIR CONDITIONING SYSTEMS THAT HAVE BEEN CHANGED, ADDED OR MODIFIED.

7. PROVIDE REFLECTED CEILING PLAN.
8. PROVIDE DESIGN FOR ANY (N) OR MODIFIED T-BAR CEILING. 1616
  - A. INDICATE METHODS TO PROVIDE HORIZONTAL AND LATERAL FORCE BRACING INCLUDING LIGHT FIXTURE AND MECHANICAL EQUIPMENT ATTACHMENT.
9. INCLUDE STRUCTURAL CALCULATIONS (WHERE APPLICABLE)
10. SHOW ALL ACCESSIBLE FEATURES PER FEDERAL ADA REQUIREMENTS AND C.B.C. CHAPTER 11.
11. PROVIDE (2) 8-1/2 X 11 COPIES OF THE 2019 CALGREEN NON-RESIDENTIAL CHECKLIST MANDATORY MEASURES WHEN APPLICABLE. THIS CHECKLIST TO ALSO BE PLACED AS A SHEET INSIDE ALL SETS OF PLANS.

YOU WILL BE REQUIRED TO RECYCLE AND/OR REUSE THE WASTE MATERIALS FROM YOUR DEMOLITION PROJECT THROUGH ANY COMBINATION OF THE FOLLOWING OPTIONS:

1. EMPLOY CITY-CONTRACTED DEBRIS BOX HAULER:
  - **MISSION TRAIL WASTE SYSTEMS** – [HTTP://MISSIONTRAIL.COM/LOSALTOS/](http://missiontrail.com/losaltos/)  
650-473-1400
2. USE A CITY-APPROVED RECYCLING FACILITY:
  - **ZANKER RECYCLING** – [WWW.ZANKERRECYCLING.COM/ZANKER-FACILITIES](http://www.zankerrecycling.com/zanker-facilities)  
675 LOS ESTEROS ROAD, SAN JOSE CA 95134  
408-263-2385
  - **SHOREWAY** – [WWW.SBRECYCLING.NET](http://www.sbrecycling.net)  
333 SHOREWAY ROAD, SAN CARLOS CA 94070  
650-802-8355
  - **MTWS TRANSFER STATION** – [HTTP://MISSIONTRAIL.COM/TRANSFERSTATION/](http://missiontrail.com/transferstation/)  
1313 MEMOREX DRIVE, SANTA CLARA CA 95050  
408-727-5365 x514
  - **NEWBY ISLAND** – [HTTP://LOCAL.REPUBLICSERVICES.COM/SITE/NEWBY-ISLAND](http://local.republicservices.com/site/newby-island)  
1601 DIXON LANDING ROAD, MILPITAS CA 95035  
408-262-1401
  - **STEVENS CREEK QUARRY, INC.**  
12100 STEVENS CANYON ROAD, CUPERTINO CA 95014  
408-253-2512  
\*\*YOU MUST SPECIFICALLY REQUEST A WEIGHT TICKET FROM STEVENS CREEK QUARRY OR YOU WILL ONLY RECEIVE A TICKET STATING HOW MANY LOADS YOU DROPPED OFF. A LOAD TICKET WILL NOT MEET THE REQUIREMENTS AND YOU MAY BE SUBJECT TO PENALTIES.

**DO NOT FORGET TO DECLARE YOU LOAD AS C & D AT THE SCALE HOUSE.**

PLEASE BE AWARE THAT IF OPERATORS DETERMINE THAT YOUR LOAD IS LESS THAN 50% COMPRISED OF CLEAN WOOD, METAL, CARDBOARD, OR OTHER RECOVERABLES, THEY MAY REQUIRE YOU TO DELIVER IT TO LANDFILL OR REJECT IT. PROJECT APPLICANTS SHOULD MAKE THEIR BEST EFFORT TO ENSURE THAT EACH LOAD DELIVERED TO CITY-APPROVED FACILITIES CONTAINS AT LEAST 50% RECOVERABLE MATERIALS.

**ANY PERSON NOT IN COMPLIANCE MAY BE SUBJECT TO AN ADMINISTRATIVE PENALTY OF UP TO \$5,000.00**

A LIMITED EXEMPTION TO THE LAW EXISTS IN THE LOS ALTOS MUNICIPAL CODE CHAPTER 6.14.

*PRIOR TO ISSUANCE OF PERMIT ALL FOOD (RESTAURANTS, COFFEE HOUSE, GROCERY STORE, ICE-CREAM STORE, ETC.) MUST OBTAIN APPROVAL FROM THE SANTA CLARA COUNTY HEALTH DEPARTMENT. THEY ARE LOCATED AT 1555 BERGER DRIVE, SAN JOSE, CA 95112 AND CAN BE REACHED (408) 918-3400.*